School of Business Student Academic Misconduct Reporting Form (Approved Nov. 11, 2016)

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<th>Last Name</th>
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<th>Initial</th>
<th>KU ID#</th>
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<tr>
<th>Department</th>
<th>Course#</th>
<th>Course Title</th>
<th>CR Hrs</th>
<th>Semester</th>
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1. **Instructor:** (a) Please indicate the type of academic misconduct as defined in USRR 2.6.1 by checking one of the categories below; (b) Briefly describe the alleged academic misconduct; and (c) Attach any supporting evidence. Per USRR 2.6.1, please consult with your **Area Director** before charging a student and selecting a sanction.

   **Types:**
   
   (   ) disruption of classes;
   (   ) threatening an instructor or fellow student in an academic setting;
   (   ) giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments;
   (   ) knowingly misrepresenting the source of any academic work;
   (   ) unauthorized changing of grades;
   (   ) unauthorized use of University approvals or forging of signatures;
   (   ) falsification of research results;
   (   ) plagiarizing another's work;
   (   ) violation of regulations or ethical codes for the treatment of human and animal subjects;
   (   ) acting dishonestly in research;
   (   ) or other behavior ______________________.

   **Brief Description:**
   
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

   **Attach Supporting Evidence**
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. **Area Director:** After consultation with the instructor on a potential misconduct charge, a student misconduct record review should be conducted by the **Area Director** through the appropriate administrative individual (Jason O’Connor for UGs, Dee Steinle for MBAs, Alee Phillips for MAccs, or Charly Edmonds for Phds) or the Misconduct Officer in the Provost Office (864-4904).

   (   ) No previous incidences on file.
   (   ) Previous incidence(s) on file. Sanction selected should reflect this history.

3. **Instructor** and **Area Director** should meet together with the student to discover the facts of the situation. Before this meeting, the student should be sent a copy of the School of Business Code of Conduct. For graduate students, the **Program Director** may also be involved.

   __________   __________   __________   __________
   Instructor initials  Area Director initials  Graduate Program Director initials  Date

(Over)
4. Instructor (in consultation with the Area Director) should recommend one or more appropriate sanctions listed below:

- ( ) Admonition – oral statement that actions constitute academic misconduct.
- ( ) Warning -- oral or written statement that future actions may result in a more severe sanction.
- ( ) Censure -- written reprimand (may also include warning).
- ( ) Reduction of grade for Specific Work Involved: Zero Pts., D, F, or other______________
- ( ) Reduction of grade for the Course (Indicate grade: D, F, or other___________________
  (Not Eligible for Course Repeat Policy, Withdrawal, or Retroactive Withdrawal)
- ( ) Transcript Citation of Academic Misconduct – (Must also indicate grade: D, F, or other___)
- ( ) Suspension from a specific course
- ( ) Suspension from the University of Kansas – Noted on Transcript
- ( ) Expulsion from the University of Kansas – Noted on Transcript

Instructor Signature __________________________ Date __________________________
Instructor’s Name (Printed) __________________________

5. Instructor and/or Area Director Student Contact (indicate all contact)

E-mail Date: _____________ Direct Contact Date: _____________ Certified Mail Date: ___________
All information above must be completed and available to the charged student within 10 calendar days of discovery and investigation of misconduct.

Instructor Initials: ________ Area Director Initials: _________

6A. Student: You must check one of the options below and sign this form and return to the Area Director within 10 calendar days. FAILURE TO RETURN THIS FORM ON TIME WILL BE JUDGED TO INDICATE YOUR AGREEMENT WITH THE ABOVE CHARGE OF ACADEMIC MISCONDUCT AND TO WAIVE YOUR RIGHT TO APPEAL THE CHARGES.

  ______ I admit to the above charge of academic misconduct and accept the recommended sanction. (Process complete)
  ______ I admit to the above charge of academic misconduct but wish to appeal the proposed sanction. (Appeal heard by Assoc. Dean)
  ______ I deny and wish to appeal the charge of academic misconduct. (Appeal heard by the Honor Council in an Honor Hearing)

Student Signature __________________________ Date __________________________
Student Name (Printed) __________________________

( ) I have read the School of Business Code of Conduct and understand the policy and procedures. (Student: Please review this document before checking an option and signing this form).

6B. Honor Hearing (If Scheduled):

Date _____________ Time _____________ Location _____________

Honor hearings are automatically triggered for sanctions of: Transcript Citation of Academic Misconduct; Suspension from a specific course; Suspension from the University of Kansas – Noted on Transcript; and Expulsion from the University of Kansas – Noted on Transcript (see USRR 2.6.2).

Hearing Findings:

  ( ) Charges Dismissed
  ( ) Sanctions Imposed _________________________________________________________________

Results of the Honor Council Hearing and Associate Dean’s final decision will be communicated to the student in writing within 30 days of the honor hearing.

The appropriate administrative program office in the School of Business will receive a copy of this document and it will also be sent to the Provost’s office for recordkeeping if a sanction greater than censure is imposed (see USRR 2.6.6).